

Board Agenda Item
February 25, 2004

PRESENTATION -1

Life Cycle Needs / Condition Assessment

Staff will present the results of the Park Authority's Facility Condition Assessment Study that was completed in 2003. The study was contracted through Applied Management Engineering to provide an assessment of existing conditions in Park Authority facilities and make recommendations for repairs and life-cycling. This presentation was given to the Park Operations Committee on February 4, 2004.

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Brian Daly, Director, Park Operations Division

Ron Pearson, Manager, Facilities & Equipment Support Branch

Kathryn Palmer-Jenkins, Park Operations Division

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PRESENTATION - 2

Fairfax County Park Authority Needs Assessment - Final Report

The Needs Assessment Consultant Team, Leon Younger, of Leon Younger and PROS, and Gary Stewart, of Woolpert, LLP, will present the Needs Assessment Final Report including a 10-year Phased Capital Improvement Plan (CIP). The Needs Assessment Final Report will be used to provide a framework for the 2004 park bond programs, future bond programs, Comprehensive Plan amendments and future capital improvement and strategic planning decisions.

ENCLOSED DOCUMENTS:

Attachment 1: Needs Assessment Final Report including a 10-Year Phased Capital Improvement Plan (CIP)

STAFF:

Michael A. Kane, Director
Timothy K. White, Deputy Director
Lynn S. Tadlock, Director, Planning and Development Division
Charlie Bittenbring, Acting Director, Park Services Division
Brian Daly, Director, Park Operations Division
Cindy Messinger, Interim Director, Resource Management Division
Miriam Morrison, Director, Administration Division
Judy Pedersen, Public Information Officer
Kirk Holley, Manager, Planning Branch
Thaddeus Zavora, Manager, Financial Planning Branch
Nick Duray, Manager, Market Planning and Research
Seema Ajrawat, Fiscal Administrator
Sandy Stallman, Long Range Planner

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ADMINISTRATIVE - 1

Adoption of Minutes - February 11, 2004 Park Authority Board Meeting

ISSUE:

Approval of the minutes of the February 11, 2004, Park Authority Board meeting.

RECOMMENDATION:

The Park Authority Director recommends approval of the minutes of the February 11, 2004, Park Authority Board meeting.

TIMING:

Board action is requested on February 25, 2004.

FISCAL IMPACT:

None

ENCLOSED DOCUMENTS:

Attachment 1: Minutes of the February 11, 2004, Park Authority Board meeting

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Barbara J. Gorski, Administrative Assistant

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ACTION - 1

Approval to Apply to the 2004 Chesapeake Bay Small Watershed Grants Program for Hidden Pond Park and Nature Center (Springfield District)

ISSUE:

Approval to apply to the 2004 Chesapeake Bay Small Watershed Grants Program in the amount of \$3,426 for Hidden Pond Park and Nature Center.

RECOMMENDATION:

The Park Authority Director recommends approval to apply for grant funds in the amount of \$3,426 from the 2004 Chesapeake Bay Small Watershed Grants Program for Hidden Pond Park and Nature Center.

TIMING:

Board action is requested on February 25, 2004. The submission deadline for this grant application was February 2, 2004. If the Board does not approve the submission of the application, it will be withdrawn.

BACKGROUND:

The 2004 Chesapeake Bay Small Watershed Grants Program provides grants to organizations working on a local level to protect and improve watersheds in the Chesapeake Bay basin, while building citizen-based resource stewardship. Hidden Pond Park and Nature Center has submitted an application for \$3,426 to purchase audio-visual equipment that will be used to develop a watershed education program that will be presented to students, scouts and the general public.

Hidden Pond Park is located within the Pohick Creek Watershed. The park is surrounded by dense residential development. The purpose of the watershed education presentation will be to expand citizens' sense of environmental awareness and responsibility beyond their doorsteps to their community, particularly as it relates to the protection of the Pohick Creek Watershed and the Chesapeake Bay.

FISCAL IMPACT:

The total project cost is estimated at \$8,966. The Park Authority is requesting \$3,426 in grant funds. The grant does not require match, but staff and volunteer time will provide

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in-kind contributions totaling \$5,540. Initial funding for this project will come from Project 004534, Park Contingency in Fund 371, Park Capital Improvement Fund. Upon reimbursement of funds, they will be appropriated to Project 004534, Park Contingency in Fund 371, Park Capital Improvement Fund.

ENCLOSED DOCUMENTS:

None

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Cindy Messinger, Interim Director, Resource Management Division

Eugene Biglin, Manager, Site Operations

Jim Pomeroy, Manager, Hidden Pond Nature Center

Jan C. Boothby, Grants Coordinator

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ACTION - 2

Approval to Apply for Grant Funds to Enroll Children from Local Shelters for the Homeless in Park Authority Summer Day Camps

ISSUE:

Approval to apply for grant funds in the amount of \$3,975 from the George Preston Marshall Foundation to enroll children from local shelters for the homeless in summer day camp.

RECOMMENDATION:

The Park Authority Director recommends approval to apply for grant funds from the George Preston Marshall Foundation in the amount of \$3,975 to enroll children from local shelters for the homeless in summer day camp.

TIMING:

Board action is requested on February 25, 2004. The submission deadline for this grant application was February 16, 2004. If the Board does not approve the submission of the application, it will be withdrawn.

BACKGROUND:

In 1997, the Fairfax County Park Authority initiated the PACT (Parks and Community Together) program for the purpose of providing access to summer day camp for homeless children aged 6 to 17. Since then, the PACT program has successfully provided over 200 homeless children with summer day camp experiences.

The children enrolled in summer day camp through the PACT program benefit from being in a safe and enjoyable environment where they can grow emotionally, socially, and physically through developmentally appropriate recreational experiences. Their parents benefit from the temporary respite from child care responsibilities that frees their time and allows them to make arrangements for permanent housing, employment, and other necessities supportive of family stability.

The George Preston Marshall Foundation has provided grant funds for the PACT program for several years. The request for \$3,975 in grant funds this year will provide 15 children with two weeks of summer camp.

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FISCAL IMPACT:

No cash match is required.

ENCLOSED DOCUMENTS:

None

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Charlie Bittenbring, Acting Director, Park Services Division

Ellen Greenberg, Youth Programs Coordinator

Sousan Frankeberger, Events/Volunteer Coordinator

Jan Boothby, Grants Coordinator

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ACTION - 3

FY 2004 Third Quarter Budget Review - Fund 001, Park Authority General Fund

ISSUE:

Approval of the FY 2004 Third Quarter Budget Review submission for Fund 001, Park Authority General Fund.

RECOMMENDATION:

The Park Authority Director recommends the Park Authority Board approve the submission of the FY 2004 Third Quarter Budget Review for Fund 001, Park Authority General Fund to the Department of Management and Budget. **(This item was reviewed by the Budget Committee on February 25, 2004, and approved for submission to the Park Authority Board.)**

TIMING:

The Park Authority's FY 2004 Third Quarter was submitted to the Department of Management and Budget on February 13, 2004.

BACKGROUND:

Staff is requesting a General Fund reallocation of \$200,000 from the Personnel Services (Character 20) Budget to Recovered Costs (Character 40) Budget. This reallocation is being made due to higher than budgeted vacancies that are in the process of being filled, thus resulting in a decrease in Work Performed for Others (WPFO). There is no impact to total expenditures of this reallocation.

Revenues are projected to decrease by \$646,297 due primarily to lower anticipated projections for this fiscal year and to bring revenue in line with historical program trends.

A request is also included for \$55,470 for the amount of money absorbed by the Park Authority due Hurricane Isabel. If funding is available, the Department of Management and Budget may make a determination at that time. Costs incurred include damage at park sites, down trees, clean-up, overtime during and administrative leave day, landfill charges, and material and equipment charges.

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FISCAL IMPACT:

The FY 2004 Third Quarter request for Fund 001, Park Authority General Fund has no impact to the appropriation for expenditures and reduces the appropriation for revenue by \$646,297 contingent on approval by the Board of Supervisors.

ENCLOSED DOCUMENTS:

Attachment 1: FY 2004 Third Quarter Report

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Miriam Morrison, Director, Administration Division

Seema Ajrawat, Fiscal Administrator, Administrative Division

Susan Tavallai, Senior Accountant, Administrative Division

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ACTION - 4

FY 2004 Third Quarter Budget Review - Fund 170, Park Revenue Fund

ISSUE:

Approval of the FY 2004 Third Quarter Review for Fund 170, Park Revenue Fund.

RECOMMENDATION:

The Park Authority Director recommends the Park Authority Board approve the submission of the FY 2004 Third Quarter Review for Fund 170, Park Revenue Fund, to the Department of Management and Budget. **(This item was reviewed by the Budget Committee on February 25, 2004, and approved for submission to the Park Authority Board.)**

TIMING:

Park Authority's FY 2004 Third Quarter was submitted to the Department of Management and Budget on February 13, 2004.

BACKGROUND:

Staff is requesting funding decreases in both revenue and expenditures in the Revenue Fund's operating budget (an explanation of changes is attached). These decreases are made in equal amounts to both revenues and expenditures with no projected effect on net revenues.

Revenues are projected to decrease by \$1,311,656, largely due to unrealizable revenues in Golf Enterprises due to poor weather conditions impacting for the second straight year, and lower growth rate assumptions for REC Activities.

A corresponding decrease in expenditures of \$1,311,656 is projected to offset the projected revenue decrease. The Personnel Services (Character 20) Budget is projected to decrease by \$767,768, resulting from closely managing vacancies, limited term salaries and overtime costs. The Operating Expenses (Character 30) Budget reflects a projected decrease of \$389,888 and the Capital Budget (Character 60) Budget reflects a projected decrease of \$154,000.

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There are 7/7.0 positions being established and phased in for the Laurel Hill Golf Course. An increase to the position count will be needed as part of FY 2004 and the FY 2005 Adopted Budget Plan.

FISCAL IMPACT:

The FY 2004 Third Quarter Review will decrease the revenue budget by \$1,311,656 and will decrease expenditure budget by \$1,311,656 with no impact on the net revenue budgeted for this fund. The net revenue of \$413,556 will remain unchanged for FY 2004.

ENCLOSED DOCUMENTS:

Attachment 1: FY 2004 Fund 170 Third Quarter Revenue Summary Page

Attachment 2: Explanation of the Changes

Attachment 3: Fund Statement for Fund 170 FY 2004 Third Quarter Review

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Miriam C. Morrison, Director, Administration Division

Seema Ajrawat, Fiscal Administrator, Administrative Division

Susan Tavallai, Senior Accountant, Administration Division

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ACTION - 5

FY 2004 Third Quarter Budget Review - Fund 371, Park Capital Improvement Fund

ISSUE:

Approval of the FY 2004 Third Quarter Budget Review submission for Fund 371, Park Capital Improvement Fund.

RECOMMENDATION:

The Park Authority Director recommends Park Authority Board approval of the submission of the FY 2004 Third Quarter Budget Review for Fund 371, Park Capital Improvement Fund to the Department of Management and Budget. **(This item was reviewed by the Budget Committee on February 25, 2004, and approved for submission to the Park Authority Board.)**

TIMING:

The Park Authority's FY 2004 Third Quarter was submitted to the Department of Management and Budget on February 13, 2004.

BACKGROUND:

With regard to Fund 371, Park Capital Improvement Fund, the Park Authority has a current appropriation of \$24,240,321 for projects in the fund. These funds are to be utilized for projects listed in Fund 371, Park Capital Improvement Fund and include those activities associated with the improvement fund such as easement administration, proffer development, park rental building repairs, improvements to revenue generating facilities, grants, and park improvements made possible as a result of lease payments on park sites.

For the FY 2004 Third Quarter Budget submission, the Park Authority is requesting that an additional \$515,085 be appropriated by the Board of Supervisors for donations received during the current fiscal year related to Arrowhead Park and Clemyjontri Park. The additional amounts requested are:

- \$158,000 increase needed at Arrowhead Park to replace the West Ox practice field based on a donation from AAA Recycling and Trash Removal Services.

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- \$357,085 increase needed to reflect funds raised by the Park Foundation on behalf of Clemyjontri.

FY 2004 Appropriation	\$24,240,321
Additional Requests	<u>\$515,085</u>
FY 2004 Third Quarter Total Request	\$24,755,406

FISCAL IMPACT:

The FY 2004 appropriation for Fund 371, Park Capital Improvement Fund is currently \$24,240,321. Based on the additional request of \$515,085 the total appropriation request for FY 2004 as a result of the Third Quarter Review is \$24,755,406.

ENCLOSED DOCUMENTS:

Attachment 1: FY 2004 Third Quarter Fund Statement of Capital Projects - Fund 371,
Park Capital Improvement Fund

STAFF:

Michael A. Kane, Director
Timothy K. White, Deputy Director
Lynn Tadlock, Director, Planning & Development Division
Thaddeus Zavora, Manager, Financial Planning Branch
Michael Baird, Management Analyst, Financial Planning Branch